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October 1, 1943

OFFICE OF INFORMATION MEMORANDUM NO. 56
Supplement No. 2

Clearance Procedure for Articles, Statements and Speeches

Attached is copy of a letter on OWI clearance of speeches and material for outside publication, sent to Secretary Wickard and War Food Administrator Jones by Elmer Davis, Director, Office of War Information.

The procedure outlined in Office of Information Memorandum No. 56 of May 18, 1943, is still applicable to the addresses and articles for outside publication prepared in bureaus and administrations either of the War Food Administration or of the Department, with one exception. If OWI clearance or clearance outside of the War Food Administration or the Department is involved, five copies of the address or article should be provided instead of two. Sufficient time should be allowed so that the Assistant Director in charge of Press and Radio of this Office may have three days for clearance through the Office of War Information.

Your cooperation will help us in expediting the clearance of your material.

Keith Himebaugh
Acting Director

Attachment

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OFFICE OF WAR INFORMATION
WASHINGTON

September 13, 1943

To The Heads Of All Departments And Agencies:

This Agency's facilities for the clearance of speeches and other public documents have been set up to help Government officials present to the public sound, consistent statements which will reflect the position of the government as a whole. This procedure is in accord with requests made by the President.

Recently, there have been several cases in which it has proved difficult to do an effective job because articles or statements were submitted either too late or after commitments had been made.

We can do a more effective job for all concerned if magazine articles, speeches, and other statements by policy-making officials are submitted well in advance. In routine cases, we like to have at least two days for clearance, and it is helpful to have from four to six copies, depending on the number of other agencies whose activities may be involved. When major statements are concerned, longer time should be allowed, since the necessary cross-checking with other agencies is a time-consuming process, and since the official making the statement should have time to consider suggested changes. This Office will endeavor to expedite the process of cross-checking as rapidly as possible.

In any event, in the case of articles scheduled for publication, the material should be submitted before commitments are made, and in the case of radio appearances, where commitments must be made in advance, extra care is indicated in order to avoid last-minute difficulties.

Generally speaking, this Office has had excellent cooperation from all concerned, but the few cases in which difficulties have occurred have been cases of considerable importance. Therefore, I am calling this problem to your attention, and to the attention of other Government officials, so that our efforts to improve our services may be facilitated.

Active cooperation in this effort should benefit the Government's program for keeping the public well informed on the progress of the war.

Elmer Davis

Elmer Davis
Director